

**REQUEST FOR PROPOSAL FOR A REALTOR TO MARKET
ACADEMY OF MUSIC AND DANCING BUILDING
64 NORTH MAIN, BRIGHAM CITY, UTAH**

BRIGHAM CITY CORPORATION

Purpose of Request for Proposal

Brigham City Corporation (City) is spearheading the rehabilitation of the community's historic Academy of Music and Dancing building (Academy). Mayor David T. Kano, the City Council and the Historic Preservation Commission agree that the Academy has the potential to be a landmark building, thus the City purchased the property from Fred Sifton of California to sell or lease for its rehabilitation. It is the intent of the City that whoever purchases or leases the building will restore it according to current State and local building codes, as well as adhere to the *Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (Secretary of Interior's Guidelines) and preserve the Academy's eligibility for listing on the National Register of Historic Places.

The purpose of this Request for Proposal (RFP) is to identify a real estate broker who has the most experience, capability and demonstrated success in marketing a building of this type for lease or sale.

Administrative Guidance

This RFP is designed to provide interested respondents with basic information to submit a proposal that will meet the minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data. Respondents are encouraged to expand upon the minimum requirements of the RFP.

Significance of Academy

Originally, the Academy was a two-story building which measured 116 x 46 feet. It was constructed in 1903 after a corporation was formed consisting of E.A. Wheatly, President; M.E. Porter, Vice President; C.O. Anderson, Secretary; S.F. Christensen, Treasurer; and Christian Christensen, General Manager. An inaugural ball was held in December. The elegant upper floor was used for dancing, and the lower level was an open-air pavilion with a refreshment area.

Christian and his brother Peter managed the new Academy. They had studied music with their father Lars Christensen, a Danish immigrant and early Brigham City settler. The brothers were also members of a popular orchestra which played for dances throughout Northern Utah and Southern Idaho.

Christian and his wife Elizabeth had four sons, all trained from infancy in music by their father and in dance by their uncle Peter who studied ballet in New York. Three of these four sons became national figures in the ballet world: William as founder of the Portland Ballet and Utah's Ballet West; Harold as Director of the San Francisco Ballet School; and Lew as Director of the San Francisco Ballet. Even after the Christensens moved out of Brigham City, the Academy continued to be a social mecca for all special occasions and dances through the 1950s.

The second floor or ballroom remains the best feature of the building. The 16-foot-high ceiling contains a splendid array of floral designs in pressed tin. Rows of light sockets are incorporated into the Victorian ceiling. The pressed metal continues down through parts of the walls where it ends in geometric patterns underneath the windows. The original Maple, hardwood, dance floor is in good condition, however it does need some repairs. This ballroom is an open space. The large, arched windows let in a lot of light. Each window is divided into four segments. The lower floor of the Academy also has rows of archways, but they are not glazed.

Scope of Real Estate Marketing

Respondents should review the attached "Request for Proposals" (Attachment 1). This document will guide potential bidders for the property in developing a proposal and will be used by the City in evaluating individual proposals. The information contained in the attached RFP should be incorporated in all marketing efforts by the Realtor.

The Realtor will be judged and selected based upon ability to market for lease or sale a building of this type. The respondent should have demonstrated ability in standard real estate practice and will provide written evidence of success in marketing a building of this type. It is expected that a regional marketing effort will be necessary which will include contacts beyond the boundaries of the State of Utah; however, if this is not successful, a national marketing effort may be required. A respondent submitting a proposal that limits marketing efforts to Utah will be considered only if the respondent can demonstrate success in past efforts for a building of this type.

The respondent should explain specifically how the building will be marketed. This marketing plan will be given the most weight in the selection of the Realtor. Creativity as well as use of standard marketing real estate practices will be judged. Creative marketing may be necessary in order to find a successful purchaser or lessee.

The proposal should include a proposed compensation package. This compensation package will be an important factor in determining the successful respondent. Respondents should have demonstrated excellent personal skills and expertise.

Brigham City Corporation will entertain proposals for a full range of Realtor services and creative marketing of this unique, historic building.

Response Date

Four copies of the proposal must be received by the Brigham City Planner, Brigham City Corporation, P.O. Box 1005, 20 North Main Street, Brigham City, UT 84302.

The deadline for receipt of proposals is _____ at 5 p.m.

Any proposal may be withdrawn or modified prior to acceptance. The Academy building will be open for inspection on _____ and _____ for two hours each. If these times are impossible, call the City Planner at (435) 734-2001, Ext. 203, for an appointment.

Administrative Guidance

The City may award a contract based on the proposals received without further discussion of such proposals.

Required Submittals

Respondents should submit the following documentation:

- (A) A proposal following the format in Exhibit A "Request-for-Proposal Required Format"
- (B) Exhibit B "Personal History Form"
- (C) Exhibit C "Authorization to Release Information"

- (A) Exhibit D "Personal Financial Statement"
- (B) Any additional information the respondent feels will strengthen the proposal.

Evaluation Criteria

Each respondent should follow the attached required format and in addition should complete Exhibit A (Personal History Form) and Authorization-to-Release Information Form.

All proposals will be carefully considered by the Brigham City Redevelopment Agency and will be rated according to the following criteria:

Demonstrated ability to market a building of this type. (10 points)

Demonstrated ability to utilize standard real estate practices. (10 points)

Demonstrated ability to use creative marketing. (10 points)

Compensation being requested. (10 points)

Personal skills and expertise. (10 points)

Total possible points = 50

THE CITY ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE BY THE CITY OR ANY PANEL OF JUDGES TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

EXHIBIT A
REQUEST-FOR-PROPOSAL
REQUIRED FORMAT

1. Name of Individual/Organization.
2. Contact Person.
3. Address of Individual/Organization
4. Telephone/FAX/E-Mail.
5. Statement of Intended Marketing Plan
6. What compensation is being requested?
7. The following statement as an attachment to the proposal: "The undersigned hereby certifies/certify that
the information contained in the proposal is true and correct to the best of my/our knowledge."

Signed _____

Date _____

Signed _____

Date _____

EXHIBIT B
PERSONAL HISTORY FORM

Please fill in all spaces, use first, middle and maiden names - no initials should be used to abbreviate names. If an item is not applicable, please so indicate. You may include additional information on a separate exhibit. Sign and date where indicated. This form must be completed by the following: the proprietor if a sole proprietorship; each partner if a partnership; each officer, director and 20% stock holder if a corporation; and any other person including a hired manager who has authority to speak for and commit the borrower in the management of the business.

Name _____ SS# _____

Date of Birth _____ Place of Birth _____

Residence Phone () _____ Business Phone () _____

Residence Address _____

City, State, ZIP _____

Business Address _____

City, State, ZIP _____

Previous Address _____

City, State, ZIP _____

Lived at previous address from _____ to _____

Are you presently under indictment, on parole or probation? ____ Yes ____ No If yes, please furnish details on a separate attachment.

Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? ____ Yes ____ No If yes, please furnish details on a separate attachment.

Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? ____ Yes ____ No If yes, furnish details on a separate attachment.

Are you or your business involved in any pending lawsuits? ____ Yes ____ No If yes, furnish details on a separate attachment.

Please include as a separate attachment educational background, work experience (listed chronologically, beginning with present employment), and management experience if any, along with major personal accomplishments. This form must be filled out and submitted by the proprietor if a sole proprietorship; each partner if a partnership; each officer, director and each holder of 20% or more of the voting stock if a corporation; or any other person including a hired manager, who has authority to speak for and commit the borrower in the management of the business.

Please include as a separate attachment the date your business was established, the nature of the

business, types of products and services, customer profile, key customers, major competitors, major past accomplishments, future plans for growth/expansion, and how this opportunity will benefit your company.

If applicable, please include as a separate attachment a statement of financial condition of the respondent and its principles or, in the case of a new or start-up company, the principles and any financial sponsors or investors. These financial statements will be reviewed to determine the ability of the respondent to fulfill the terms of a contract and to establish the financial stability of the respondent. If you are unable to provide a financial statement, please explain. Include an explanation of any bankruptcy or judgments. If this information is not included, please include a statement indicating why it is not applicable.

If applicable, please include as a separate attachment, at least one banking reference. If this information is not included, please include a statement indicating why it is not applicable.

If applicable, please include as a separate attachment at least one year's operating projection for the proposed business, enterprise, or use. This projection should include details on sales, i.e., how many sales and which products to achieve projected revenues as well as operating and production or wholesale cost and pre-tax profits. This projection should also identify initial capitalization requirements and the source of that capital. If this information is not included, please include a statement indicating why it is not applicable.

Please include as a separate attachment any other financial data the respondent would like considered.

Please include as a separate attachment the respondent's ability to provide necessary insurance and to pay Worker's Compensation and payroll taxes. If this information is not included, please include a statement indicating why it is not applicable.

The undersigned hereby certify that the information contained in the above referenced attachments are correct.

Signed _____

Date _____

Signed _____

Date _____

EXHIBIT C

AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize the release to Brigham City Corporation of any and all information it may require at any time for any purpose related to our credit transaction with them. I/We further authorize Brigham City Corporation to release such information to any entity it deems necessary for any purpose related to our credit transaction with it.

I/We hereby certify that the enclosed information (plus any attachments or exhibits) is valid and correct to the best of my/our knowledge.

Signed _____

Date _____

Signed _____

Date _____

Total Assets _____ Total Liabilities _____

Source of Income _____

Base Salary Per Annum _____

Bonus and Commissions _____

Dividends and Interest Income _____

Real Estate Income (net) _____

Other Income (itemize) _____

Proprietorship (attach Income Statement) _____

Total: _____